



# **MEENAKSHI SUNDARARAJAN ENGINEERING COLLEGE**

(Managed by I.I.E.T Society)

363, Arcot Road, Kodambakkam, Chennai – 24

Approved by AICTE and Affiliated to Anna University ☎ 24801636, 24732488

## **POLICY DOCUMENT CODE OF CONDUCT**

PRINCIPAL  
MEENAKSHI SUNDARARAJAN ENGINEERING COLLEGE  
363, ARCOT ROAD, KODAMBAKKAM,  
CHENNAI-600 024



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## Code of Conduct to the Student:

1. Students are expected to maintain the highest standards of discipline and professional manner of behaviour in campus and off-campus. Unless prior permission is taken students are not allowed to take leave.
2. All the students are expected to present in time. Late comers must pay fine at the College office and produce the receipt to the faculty concerned.
3. Disciplinary action will be taken and fine may be imposed for disciplinary misconduct like abstaining from classes individually or in groups.
4. Absence from Internal Assessment tests, Mid Semester examinations and Model examination will result in the student losing part of continuous internal assessment marks. Fines may also be levied.
5. Parents are duty-bound to advise and ensure that their wards observe all the rules of discipline, especially those relating to attendance, punctuality and writing all the examinations and tests conducted by the college.
6. **PARENTS ARE REQUESTED TO VISIT THE COLLEGE ATLEAST ONCE A IN MONTH TO KNOW THE PROGRESS OF THEIR WARDS.**
7. Parents should co-operate with the college authorities for the smooth running of the college.
8. Representation of any request or grievance of the students should be made by him / her in person to the Principal for redressal. Group canvassing for grievance will not be permitted and will be dealt with severity.
9. **Students involved in indiscipline and violence will be given transfer certificates without any prior intimation.**
10. During the working hours, no student will be permitted to entertain visitors. In case of emergency, they have to contact and get permission from the office.
11. Admission is subject to verification of marks certificate issued by the Director of Government Examinations and Community certificate issued by the Government authority. If the marks certificate or community certificate is found to be BOGUS, admission is liable for cancellation besides criminal action will be taken.
12. Applicant should have completed 17 years of age as on 15th July of the year of admission. If the student is found to be of under age, her / his admission will stand cancelled and the fees paid will not be refunded.
13. During the working hours, students must be inside the class and should not be seen in the corridors under any circumstances.

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14. **Mobile phones are strictly prohibited inside the campus for students.** If found possessing cell phone within the campus, the phone will be seized immediately and will not be returned. In addition, disciplinary action will be taken against the student. In case of emergency, the student can deposit the mobile phone before 8:30 AM with the class teacher or office and can take back after the college time 4:30 PM so that the student can use the mobile phone outside the campus. Moreover, they are permitted to use college phone in emergency.
15. **Students' identity card is mandatory for the students when they are inside the campus.**
16. **No student should indulge in any activities relating to "Ragging" inside or outside college campus.** If found to be involved in any such activities, stringent disciplinary action will be taken against such student as per the Rules and Regulations to the extent of expelling the student.
17. **Stringent action will be taken if the image of the institution is tarnished on any social network sites. This will be considered as a criminal offence.**

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## Code of Conduct to Faculty Members:

### SERVICE RULES AND REGULATIONS

#### Cadre Structure

LEVEL	CADRE
1	Principal
2	Dean/HOD
3	Professor
4	Associate Professor
5	Assistant Professor/Librarian/Director of Physical Education

#### **Recruitment of Faculty:**

As the faculty/staff members play a major role in achieving the goals of the Institute, it is noteworthy to identify and recruit highly qualified faculties.

#### **Qualification:**

Recruitment of faculty members is done based on the norms prescribed by AICTE/Anna University for various cadres. The fixation of increment for past service in Institutions/Industries will be considered on the norms prescribed by AICTE/Anna University

#### **Recruitment procedure:**

The recruitment of the faculty members is made by the selection committee by following an open and transparent selection procedure. The feed back from students during demo classes will be given weightage for recruitment and fixation of salary.

The prospective candidates are screened by their education, experience and research activities by the HOD.

The screened candidates are intimated about the interview date and time by the HOD.

Candidates are interviewed and demo class observed by the constituted selection committee and students.

Based on the recommendations made by the selection committee the candidates are informed of their selection.

After receiving the appointment orders the selected candidates have to give their acceptance.

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## Composition of the Selection Committee to Recruit Faculty Members:

The selection committee is constituted by the following members:

## Composition of the Selection Committee

1.	Principal	Meenakshi Sundararajan Engineering College
2.	Head of the departments	Meenakshi Sundararajan Engineering College
3.	Field Expert Members	Experts from Anna University and Experts from outside

## Service conditions including Promotion Policy:

Every appointee shall be subjected to the conditions that he/she is certified as in sound mental health and physically fit for service by a medical authority as specified from time to time.

The pay of teaching staff shall be fixed by the selection committee in accordance with scale of pay prescribed by AICTE. The performance appraisal would be considered for promotion.

The seniority of an employee in any grade shall, unless he/she has been reduced to a lower rank on punishment, leave on LOP, be determined by the date of his/her first appointment on probation.

The appointment authority shall, at time of appointing two or more persons simultaneously to a grade, fix the seniority for them with reference to the rank fixed by the selection committee at the time of appointment irrespective of date of joining.

No application of the employee seeking employment elsewhere shall be forwarded and in the middle of the academic year to avoid the hindrance to teaching learning process.

## Increments:

Increment will be sanctioned only on satisfactory report on performance of the employee.

An increment may be withheld to the faculty/staff if the conduct has not been good or his/her work has not been satisfactory.

## Promotion policy:

The objective of the promotion policy is to recognize and reward, merit and competence. It improves the organisational and functional effectiveness.

All promotions shall be subject to completion of minimum qualifying period and other requirements such as employee's current academic performance, their research work, number of publications, commitment of the staff to the improvement of the institution etc.

The promotion of an employee is purely based on the merit and commitment to institutional development.

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## **Probation:**

Initially the appointment of the selected candidates will be temporary, for a period of one year or two years, after which the performance of the appointee will be reviewed to regularize the appointment. The service conditions of the incumbent will be governed by the rules and regulations of the institution issued from time to time.

Except in the case of appointment in tenure or on contract basis or on deputation all appointments to the posts shall ordinarily be made of probation for a period of 2 years and the period of probation can be extended by management in case of non-satisfactory performance.

The services of any candidate appointed on temporary/adhoc basis can be terminated without any notice and without assigning any reason.

## **Resignation:**

Any member of the faculty in permanent service shall give three months' notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay three months' salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. Generally, the time of submission of resignation letter should not be during the middle of the semester so that the academic study of the students will not get affected. In few cases, it will be condoned considering the nature of their requests.

## **Retirement:**

An employee of the institution shall be retired on super annuation when he/she attain the age of 65 years. Provided that the authority shall have the right to issue orders of retirement of an employee who has attained the age of fifty eight (58 years) for reasons of inefficiency, ill health and the like. However, this rule does not apply to those who are appointed on contract basis for whom the management will decide the renewal of contract for a further duration.

## **Termination of service of an Employee:**

The Management reserves the right to terminate the service of any employee whether probationer or regular giving 1/2/3 months' notice.

The Management may terminate any faculty/staff whether temporary or permanent for the following causes such as incompetent or inefficient service, neglect of duty and physical or mental incapacity.

## **Professional Code of Conduct:**

1. An employee of the Institution shall devote his/her whole time to the service of the Institution and shall not engage directly or indirectly in any trade of business or in another Institution or

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- any other work, which is likely to interfere with the proper discharge of his/her duties. This provision shall not apply to academic work like giving guest lectures, giving talks and any other work undertaken with prior permission of the Principal.
2. Every Employee shall, at all times maintain absolute integrity and devotion to duty and shall do nothing against the dignity and prestige of the institution, particularly in his/her relationship with the Principal, Faculty, Students and Visitors to the Institution.
  3. No Employee shall, without obtaining the previous sanction of the Principal, ask for or accept or in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any object whatsoever except for routine, farewell and felicitation connected with the institution.
  4. No staff member of the institution shall, engage himself/herself in coaching privately, students for any remuneration.
  5. No employee shall, except with the previous sanction of the Principal, accept any remunerative or honorary work not connected with the institution.
  6. No employee shall, except with the permission of the Principal, own wholly or in part, conduct or participate in editing or management of any newspapers or other periodical publications.
  7. No employee shall, while being on duty, take part in politics which includes holding office, elective or otherwise in any political party or standing for election to the state legislature or the Parliament or take part in any other election as independent or on any party ticket.
  8. No employee shall take part in any act or movement, such as strike, incitement there to or similar activity in connection with any matter pertaining to his service or to any other matter, which tends to bring the institution to disrepute, nor shall he/she resort to media with his/her grievances.
  9. An employee shall not, without the knowledge and approval of the Principal and Management, have recourse to any organization/ authority, court, or to the press for vindication of this grievance.
  10. The Governing Body in exercising the provisions of these rules shall exercise the power, after giving the employee concerned, an opportunity to explain his/her case.
  11. No employee may absent himself/herself from duty without prior permission. In case of emergency of proceeding on leave without prior permission, he/she must explain the circumstance, which were beyond his/her control before re-joining duty.
  12. Every employee shall be at work punctually at the timings fixed unless permitted otherwise by his/her supervisor.

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13. No employee shall after reporting himself/herself for work, be found absent during the period of work assigned to them.

### The following acts of commission/omission shall be treated as misconduct:

Failure to exercise efficient supervision on the subordinate staff.

Disobedience to any lawful order of his/her superior officer.

Gross negligence in teaching or other duty assigned.

Failure on the part of an employee to give full and correct information regarding his/her provision history and violating any other specific directions or instructions given by his/her superior officer.

### Disciplinary Proceedings:

No order imposing any punishment on a Member shall be imposed except after: The member will be informed in writing by the Principal in regard to the allegations on which disciplinary action is proposed to be taken and is given an opportunity to make representation that he/she may wish to make in person orally or in writing. Such representation, if any, is taken in to consideration by the authority competent to impose penalty.

### Teaching Faculty Job responsibilities:

The job responsibilities of Faculty consists of four components viz.,

1. Academic
2. Research & Consultancy
3. Administration.
4. Extension Services.

Each of them are described below

#### Academic:

Class Room Instruction

Laboratory Instruction

Curriculum Development

Development of Learning Resource Material & Laboratory Development. Students Assessment & Evaluation including examination work of University. Participation in the Co-curricular & Extracurricular activities Student's guidance, counselling and helping their personal, ethical, moral and overall character development. Keeping abreast of new knowledge and skills, help generate





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new knowledge and help dissemination of such knowledge through books research paper publication, seminars, etc.

Continuing education activities.

Self-development through upgrading qualification, experience and professional activities.

## **Research & Consultancy:**

Work on industrial problems and projects.

Industry sponsored projects

Organize and co-ordinate consultancy services.

Prepare funded project proposals.

Publish original research analysis in books and in reputed academic journals.

Promote industry institute interaction and industry oriented R&D.

Provoke students to do industrial projects and participate in international level competitions.

## **Administration:**

Academic and Administrative Management of the Department/ Institution.

Design and development of new programme.

Preparing project proposals for funding in areas of R & D work, Laboratory development, modernization, expansion etc.

Monitoring and Evaluation of Academic and research activities.

Plan and implement staff development activities.

Maintain accountability.

Conduct performance appraisal.

## **Extension Services:**

Interaction with Industry and society.

Participation in community services.

Providing R & D support and consultancy services to industry and other user agencies.

Providing non-formal modes of education for the benefit of the community

Dissemination of knowledge

Providing technical support in areas of social relevance.

Promotion of entrepreneurship and job creation.

## **Faculty Performance Appraisal and Development System (FPADS):**

Faculty Performance Appraisal and Development System (FPADS) is formulated by the institution to evaluate each faculty.

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## Faculty Performance Appraisal is based on the following Process:

In the beginning of the academic year a circular is sent to all the faculty members about Faculty Performance Appraisal System along with various Appraisal Parameters.

In the end of the academic year, all the faculty members are asked to submit the Faculty Performance Appraisal which is filled based on the guide lines.

Based on the Evaluation parameters the performance of the Faculty members is self-evaluated.

The appraisal committee members (HOD and Principal) discuss with the faculty member about their Performance with respect to the Appraisal Performance Report (APR) and future plans for the growth of department and institution.

## Faculty Performance Appraisal Evaluation parameters:

1. Evaluation of **Teaching and Learning** includes the University results and student's feedback on subjects handled, UG projects guided, Lab Development / Maintenance / Contribution.
2. Evaluation of **Research and Development** includes Academic Research, Sponsored Research and Consultancy.

Evaluation of **Academic Research** includes list of papers published (National/International Journal, National/International Conference), Books/Monogram/Laboratory manual authored, FDP/Workshop/Seminar Attended/Invited.

Evaluation of **Sponsored Research and Consultancy** includes ongoing & completed Sponsored/Consultancy Project and other activities related to R&D.

3. Evaluation of Co-Curricular, Extra Curricular and Professional activities includes Department level/Institute level Co-Curricular/Extra Curricular activities and Membership in professional bodies.

**Department level Co-Curricular activities** includes Class/Project work/Time Table/Industrial Visit/Guest Lecture Co-ordinator, FDP/Workshop Organised, etc.,

**Institute level Extra Curricular activities** includes NSS, YRC, Sports, College day, Convocation, etc.,

## Working hours:

The Institution working time is from 8.30 AM to 4.30 PM and has 7 working periods per day. The institution works for six days and totally 42 hours per week. The office time is from 8.30 AM to 4.30 PM.

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## Teaching Days:

The institution shall have at least 180 full teaching days per year with 90 full teaching days per semester. Teaching Days here shall mean actual class room/laboratory conducting teaching days and do not include days of examination.

## Leave Rules:

### Application for Leave:

Any application for leave shall be made in prescribed leave form to the authority competent to grant leave. Except emergency cases, leave should be applied for and sanctioned before one day.

### Casual Leave:

All faculty and staff are eligible for 12 days CL, 10 days ML, 3 days EL (25 days eligible) during the calendar year.

Proper job allocation should be made prior to proceeding on leave.

In case of emergency leave, HOD should make alternate job arrangement and normal working hours should not be affected.

Principal will be the leave sanctioning authority for all the HODs, teaching Faculty and Non-technical staff.

Leave / on duty can be considered only after prior approval. Otherwise, it will be treated as leave.

The recognition of the presence of the individual for work is done based only on the signature of the individual in the attendance register kept for that purpose.

It is the responsibility of the faculty to make an alternative arrangement for the classes the faculty missed because of the casual leave. The HOD will monitor and take suitable steps to see that all the classes are engaged. The same should be intimated to the Principal.

### Maternity Leave:

All women faculty/staff may avail leave twice during their service period, along with two months full pay and allowance.

Maternity leave is not debited to leave account.

### Vacation:

Faculties who have completed one year of service (two semesters) are eligible for a vacation of 30 days. Those who have not completed one year of service are eligible for the institution's closed vacation only.

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The vacation leave can be availed of at one stretch of 30 days or in part of a minimum of 15 days each.

Only intermediate Saturdays, Sundays and Public Holidays will be added to the vacation leave.

Vacation leave cannot be combined with CL or OD.

Vacation leave mentioned above is inclusive of common vacation declared by the institution at the end of the academic year.

It is mandatory for all faculty members to be present on last working day before vacation and first working day after vacation to avail the vacation benefits.

### **On Duty:**

On duty for Faculty may be granted for the following

For attending as External Examiner for Practical and Theory

Attending Conferences and Seminars on behalf of the Institute.

Participating in National and International Technical Competitions along with students.

Duty leave can also be provided for attending meeting with AICTE, Anna University etc. where a faculty is invited to share expertise with academic bodies and government.

Faculty on duty is expected to produce proof of attendance to the office concerned immediately on return.

Faculties are provided on duty for higher studies whenever necessary.

### **Permission:**

Two permission of one hour duration each can be availed by the faculty and staff in a month either during first hour or last hour of the working day and not in between.

### **Marriage Leave:**

All faculty/Staff members may avail marriage leave during their service period for 10 days with full pay.

### **Career Advancement:**

An Associate Professor with Ph.D. and a minimum of 5 years' service will be eligible for consideration for appointment as professor.

For every upward movement, the selection process as per the rules and regulations of Anna University, to which the institution is affiliated, would be followed.

Period spent on higher studies is reckoned as experience for the purpose of awarding in higher scale.

The staff member who will be completing 5 years of service are eligible for fixation of new scale.

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The staff member who will be completing Ph.D. are eligible for an increment of Rs.10000/-

### Faculty Development Programme, Seminars, Workshops and Conferences:

The management encourage all the faculty members to attend seminars, workshops and conferences and for the selected programmes, the faculty members are on-duty on that day. The faculty are being deputed to faculty development programmes, short term/ orientation courses during vacation or non-vacation days without affecting the academic work.

The period of absence is treated as "ON DUTY" during the period of attending the courses.

The Institution aims at promoting Research & Development, Consultancy and such other profession – promotional activities, involving the faculty at various levels. It encourages the faculties to undergo In-House R & D activities along with the students

### Development Program for Technical Supporting Staff:

The training programme for Lab Practical shall be arranged for the Lab Instructor if required in new curriculum. The management also encourages to conduct and attend programmes in modern tools to upgrade the technical knowledge of Lab Instructors.

### Welfare Measures:

**The following are the services benefits and welfare measures extended to the staff of the institution:**

The management grants maternity leave to the women employees, for a period of 60 days with limited to the first two living children.

The staff are covered under ESIC benefits if the salary is equal and below Rs.21000/- while the EPF benefits are given to all employees. The employees and the management contribute 12% of the pay of such employee. Group Insurance Scheme is offered to our Staff members.

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## Code of conduct for Administrative Staff

1. Every staff member employed in the institute shall discharge his/her duties efficiently and diligently as per the rules and regulations laid by the competent authority.
2. All staff members should display the highest possible standards of professional behaviour.
3. All staff members should be punctual and discipline towards their work
4. Every staff member shall maintain the appropriate levels of confidentiality with respect to student and staff regards and other sensitive matters.
4. Every staff member should cooperate with students, colleagues and superiors.
5. All staff members should maintain the image of the institute through standards of dress, general courtesy etc.
6. Every staff member should follow all norms and job details assigned by the management and superior from time to time with full dedication.
7. All staff members must refrain from any harassment or unlawful discrimination based on existing norms relating to gender/sexuality/age/marital status.

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